

Exhibit A

San Simeon Chamber of Commerce Visitor/Fulfillment Center Administrative Support Proposal January 1, 2016

The San Simeon Chamber of Commerce is please to present the following proposal for services as per the request of the San Simeon Tourism Alliance. The services include but are not limited to the following:

SCOPE OF SERVICES:

1. Visitor/Fulfillment Center

- Provide for the operation of a North Coast Visitor Center involved in the dissemination of marketing fulfillment materials and information.
 - Oversee a professional, well maintained and staffed Visitor Center
 - . Oversee the delivery of professional tourist information, both in person, online, social media and via fax and telephone.

2. Administrative/Fulfillment Support

- Logistics
 - Provide business office space and associated infrastructure.
 - Provide general office supplies, excluding ink cartridges, stationery, postage, etc.
- Meeting in accordance with our by-laws
 - Aid in the preparation and posting of all meeting according to the Brown Act requirements as directed by meeting Chairperson
 - Attend all meeting of the organization
 - Provide copies of the agenda and associated items for constituents and Board Members
 - Aid in the preparation and distribution of meeting minutes as directed
- Grant Requests
 - Distribute, accept and review grant requests forms and present to the Chairperson for inclusion at coming meeting
 - Communicate and update applicants with regard to application progress
- Communications & Operation under the general direction of the Board of Directors (BOD) with the help of a volunteer base
 - Communicate and provide feedback to the Chairperson of all activities to achieve the objectives and goals of the Board. Suggestions and ideas for activities or projects outside the scope of the plan of work which require significant staff time or unbudgeted funds shall require the approval of the BOD.

- Communicate effectively with and between the SSTA, their continuants in the execution of projects and events to enhance the community and encourage tourism and trade.
- Maintain a current database of all Continuants information
- Maintain a current event calendar
- As directed assist with the execution of the Marketing Plan
- As directed, represent San Simeon and its constituents by attending events and related marketing functions.
- Assist in the development and implementation of a constituents communication tool to keep them informed of our progress and events
- Copies of all pertinent files and correspondence shall be backed up and delivered monthly, either via email, disk or hardcopy.
- Pick up, sort and deliver all mail as appropriate
- Such other items as from time to time may be directed.

TERM AND COMPENSATION:

The term of the contract is for a period of one year with a renewal of one year with the approval of the Board of Directors of the San Simeon Tourism Alliance (SSTA). The effective date of this agreement shall be, January 1, 2015 and expire on December 31, 2015.

The San Simeon Tourism Alliance agrees to compensate Forty-three thousand six hundred fifty dollar (\$43,650.⁽⁶⁰⁾) during the term of this agreement, payable quarterly in advance at the rate of ten thousand nine hundred twelve dollars and fifty cents (\$10,912.⁵⁰) per quarter throughout the term.

The parties hereto, agree that either party may terminate this contract with 45 days advanced notice, with neither party being liable for any additional liabilities.

APPROVED /
 AREA San Simeon
 FUNDING AMT \$43650.
 DATE 11/18/15
 APPROVAL [Signature]
 APPROVAL [Signature]

Exhibit B

APPROVED

AREA San Simeon

FUNDING AMT \$28,977

DATE 11/18/15

San Simeon Tourism Alliance
2015-2016 Trade Show

APPROVAL [Signature]

APPROVAL [Signature]

December 7-9, 2015 (3 day sales mission and follow up)

Las Vegas Receptive Operators Sales Mission

Meet with receptive operator Product Managers
for destination and property education.

\$3,600.

January 2016 (3 day sales mission and follow up)

Los Angeles Receptive Operators Sales Mission

Meet with receptive operators Product Managers
and Groups Departments for destination and
property education.

3,200.

January 30-February 4, 2016 (4 day sales mission and follow up)

NTA Atlanta, GA.

The NTA & United Motorcoach Association (UMA) Travel Exchange
brings together 700 tour operators from around the world who develop and
sell travel packages from 1,100 tour suppliers and 500 DMO's. NTA has had
a prominent role in the China-inbound market and since 2008 they have been
entrusted by the US and China governments to vet U.S. tour companies
that handle the leisure group market from China. Last years inbound
Chinese visitation overall rose 21 percent.

Registration/Show Costs \$2,205 waived

4,000.

February 21-26, 2016 (4 day sales mission and follow up)

Go West Summit Anchorage, Ak

Go West's program is well rounded and designed to provide suppliers from
the West (Alaska, Arizona, California Colorado, Idaho, Montana, Nevada,
New Mexico, Oregon, South Dakota, Texas, Utah, Washington & Wyoming)
With an opportunity to negotiate business contracts and establish
relationships. All buyers are international operators (or US-based receptive
operators holding international contracts) selling pre-packaged or customized
multi-day tours to American West.

Includes \$1,250 share of Registration/Show Costs

6,750.

June 17-23, 2016

IPW (Formerly POW WOW) New Orleans, LA.

(5 day sales Mission and follow up)

U.S. Travel Association's IPW is the travel industry's premier
international marketplace and the largest generator of travel to the U.S.
It is an opportunity to meet with the 1,300 international and domestic
buyers from more than 70 countries to conduct business negotiations that
result in more than \$4.7 billion in future U.S. travel.

Includes \$4,927 shared of Registration/Show Costs

11,427.
\$28,977.

(Projected Costs are estimated and will not exceed)